

DD/S&T#2213/74

17 May 1974

DD/M&S Registry  
File O+M2-2

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology

SUBJECT: ADP Management

1. The Director has approved the concept of abolishing the Information Processing Board and decentralizing the functions of the Information Processing Staff, O/Comptroller. The decision to effect these changes reflects a conclusion that such special management controls over ADP at the Agency echelon are no longer necessary in light of the recently approved consolidation of Headquarters computer centers. This does not imply, however, any lessened need to ensure that information processing activities are carefully managed throughout the Agency.

2. In order to get on with this concept, I propose the following steps and request your concurrence in them:

a. The IP Board: The Information Processing Board will be formally abolished upon your concurrence with this memorandum.

b. The IP Staff: The Information Processing Staff will be abolished as soon as the functions of the IP Staff have been decentralized to other components of the Agency. The following modification and reassignment of IP Staff functions are proposed:

(1) Function #1: ADP Acquisition Approvals\*

Special management approval at the Agency level (via IP Staff, IP Board, and DCI) of proposals to acquire specific ADP equipment and contract services will no longer be required. Instead, the following rules will apply:

(a) Requirements to acquire ADP hardware or contract services which meet the criteria below will be established in coordination with the Office of Joint Computer Support (OJCS), DD/M&S:\*\*

1. Requirements for any new ADP hardware system (i. e., containing a new or changed Central Processing Unit)

2. Requirements to upgrade or expand an already installed computer system where the cost is \$50,000 in annual leases or \$150,000 in purchases.

3. Requirements for ADP system design, programming, or other services (excluding equipment maintenance) where the annual cost is \$50,000 or more.

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\*This section modifies the Agency's special ADP Approvals System and replaces previous instructions concerning the System contained in the following references:

- (1) Memo dated 21 April 70 to DD's from Ex-Dir. Compt. Subject: Approvals Concerning Acquisition of ADP Equipment and Services
- (2) Memo dated 22 February 72 to multiple addressees from Ex-Dir. Compt. Subject: Information Processing Recommendation 15 [Para. 2 (15c)]
- (3) Memo dated 25 September 72 to DD's from DCI, Subject: Program Execution Procedure

\*\*ADP proposals falling outside these criteria may be dealt with through normal channels within the Directorates without coordination with OJCS, DD/M&S.

(b) Coordination with OJCS when required will be carried out before Office, Division, or Directorate approval is granted.

1. If OJCS concurs in the ADP proposal, the final approval point for the proposal will be the normal approval point within the Directorate for acquisitions of the size in question.

2. If OJCS non-concurs, the sponsoring Directorate may appeal to the DD/M&S for resolution of the problem or, failing a satisfactory resolution there, to the Director.

(c) In carrying out its coordination role, OJCS will consider such factors as the appropriateness of using ADP methods to meet the requirement; the adequacy of the ADP plan to perform the functions specified; any significant shortcomings in the proposal (e.g., hardware, software, expected vendor performance, schedule, hidden manpower requirements, down-the-road compatibility with other operations, duplication of existing capabilities, etc.). OJCS will state whether the ADP operational role is appropriate for the component making the ADP proposal or whether this role could be more appropriately handled by OJCS.

(d) ADP activities will, of course, be subject to the normal review processes in the O/Comptroller of all Agency activities.

Note: It is the responsibility of components wishing to acquire any ADP equipment or contract services, irrespective of dollar value, to proceed in concert with the Office of Logistics (OL) to assure Agency compliance with GSA requirements for the special handling of such ADP procurements. (Consultation with OL should take place prior to initiation of discussions with potential suppliers. Specific instructions on how components are to relate to OL in the procurement of ADP equipment and services will be issued by OL in the near future.)

(2) Function #2: Channel for Governmental Correspondence and External Reporting on ADP

The central point within the Agency for incoming ADP correspondence from GSA, NBS, etc., and for external reporting on ADP matters to such arms of the government will be transferred to the DD/M&S.

(3) Function #3: Commercial Liaison

The central point for handling liaison matters with commercial ADP organizations will be transferred to the DD/M&S.

(4) Function #4: ADP/MIS System

Direction of the Agency's ADP Management Information System (ADP/MIS) will be transferred to OJCS, DD/M&S.

(5) Function #5: COINS Subsystem Manager

Selection for the position of COINS Subsystem Manager for CIA will be made by the CIA Management Committee.

(6) Function #6: CIA Member of the IHC

Selection for the position of CIA Member of the Intelligence Information Handling Committee (IHC), USIB will be made by the CIA Management Committee.

(7) Function #7: IPC for DCI Area

The position of Information Processing Coordinator for the DCI Area will be transferred to the AO/DCI. (This item already approved).

(8) Function #8: Coordinator, ADP Resource Allocation System

The functions of the Coordinator of the ADP Resource Allocation System used by OJCS will be transferred to the Budget Management Staff, O/Comptroller.

(9) Function #9: Program & Budget Analysis for IP&E Category

The responsibility for program and budget analysis of the Information Processing and Exploitation (IP&E) Category of the Agency's program structure will be transferred to the Chiefs of the appropriate Directorate Groups, O/Comptroller.

(10) Function #10: ADP Studies/Issue Analyses

The CIA Management Committee will direct appropriate ADP studies to be made and appoint suitable study groups.

(11) Function #11: Representation

O/Comptroller representation on the Inter-Agency ADP Committee, the Computer Security Subcommittee of the Security Committee, USIB and on the Agency's Word Processing Task Force will be discontinued.



JOHN D. IAMS  
Comptroller

STATINTL

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CONCU



5-21-74  
(date)

4 June 1974  
(date)

4 June 1974  
(date)

5 July 1974  
(date)

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DD/M&S Registry  
File 04M2-2

DD/M&S 74-1686

14 MAY 1974

MEMORANDUM FOR: The Comptroller

SUBJECT : ADP Management

REFERENCE : Your memo dtd 25 Apr 74 to the Deputy Directors; same subject (COMPT 74-0556)

1. We have reviewed your memorandum proposing changes in the Agency's management of ADP and have a number of comments and suggestions which you may want to consider, and perhaps discuss, before you allow the memorandum to go forward to the other addressees.

2. We suggest:

a. The second sentence of paragraph 2.a. be deleted as too restrictive. Other courses of executive action are available and should be exploited before the Management Committee becomes involved if, indeed, it should.

b. Paragraph 2.b.(1)(a)2 should be changed to: "Requirements to upgrade or expand an already installed computer system where the cost is \$50,000 in annual leases or \$150,000 in purchases."

c. Paragraph 2.b.(1)(a)3 should be changed to: "Requirements for ADP system design, programming, or other services (excluding equipment maintenance) where the annual cost is \$50,000 or more."

d. Paragraph 2.b.(1)(b)2 should be changed to: "If OJCS non-concurs, the sponsoring Directorate may appeal to the DD/M&S for resolution of the problem or, failing a satisfactory resolution there, to the Director."

e. Paragraph 2.b.(1)(c) should be changed by eliminating the last clause and adding a new sentence: "OJCS will state whether the ADP operational role is appropriate for the component making the ADP proposal or whether this role could be more appropriately handled by OJCS."

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-2-

f. Paragraph 2.b.(1)(d) should be eliminated.

g. Paragraphs 2.b.(2) and 2.b.(3) should be changed so that the central point for the functions mentioned is the DD/M&S and not ISAS or OJCS.

h. Paragraphs 2.b.(5) and 2.b.(6) should be changed so that selections for the positions of COINS Subsystem Managers for CIA and CIA Member of the Intelligence Information Handling Committee (IHC) are made by the CIA Management Committee and not by OJCS and CRS.

i. Paragraph 2.b.(10) should be changed to:  
"The CIA Management Committee will direct appropriate ADP studies to be made and appoint suitable study groups."

3. With these changes the proposal will have my concurrence.

/s/ Harold L. Brownman

HAROLD L. BROWNMEN  
Deputy Director  
for  
Management and Services

Att: Original of Reference

DDM&S/PS:RHW:kbp/  (13 May 74)

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Orig - Adse w/O Att.

1 - DDM&S Subject w/cyAtt

1 - DDM&S Chrono

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Next 1 Page(s) In Document Exempt



COMPT 74-6557

74-1549

25 April 1974

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology

SUBJECT: ADP Management

1. The Director has approved the concept of abolishing the Information Processing Board and decentralizing the functions of the Information Processing Staff, O/Comptroller. The decision to effect these changes reflects a conclusion that such special management controls over ADP at the Agency echelon are no longer necessary in light of the recently approved consolidation of Headquarters computer centers. This does not imply, however, any lessened need to ensure that information processing activities are carefully managed throughout the Agency.

2. In order to get on with this concept, I propose the following steps and request your concurrence in them:

a. The IP Board: The Information Processing Board will be formally abolished upon your concurrence with this memorandum. Henceforth, any need to consider ADP-related management issues at the executive level of the Agency will be accomplished through the CIA Management Committee.

b. The IP Staff: The Information Processing Staff will be abolished as soon as the functions of the IP Staff have been decentralized to other components of the Agency. The following modification and reassignment of IP Staff functions are proposed:

(1) Function #1: ADP Acquisition Approvals\*

Special management approval at the Agency level (via IP Staff, IP Board, and DCI) of proposals to acquire specific ADP equipment and contract services will no longer be required. Instead, the following rules will apply:

(a) Requirements to acquire ADP hardware or contract services which meet the criteria below will be established in coordination with the Office of Joint Computer Support (OJCS), DD/M&S:\*\*

1. Requirements for any new ADP hardware system (i.e., containing a new or changed Central Processing Unit)

2. Requirements to upgrade an already installed computer system where the purchase cost of such upgrading is \$150,000 or more;

3. Requirements to procure ADP software or contract services where the annual cost of such contracts is \$50,000 or more.

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\*This section modifies the Agency's special ADP Approvals System and replaces previous instructions concerning the System contained in the following references:

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\*\*ADP proposals falling outside these criteria may be dealt with through normal channels within the Directorates without coordination with OJCS, DD/M&S.

(b) Coordination with OJCS when required will be carried out before Office, Division, or Directorate approval is granted.

1. If OJCS concurs in the ADP proposal, the final approval point for the proposal will be the normal approval point within the Directorate for acquisitions of the size in question.

2. If OJCS non-concurs the sponsoring Directorate will have the option of submitting the issue to the Secretary, CIA Management Committee for handling as the Secretary deems appropriate.

(c) In carrying out its coordination role, OJCS will consider such factors as the appropriateness of using ADP methods to meet the requirement; the adequacy of the ADP plan to perform the functions specified; any significant shortcomings in the proposal (e.g., hardware, software, expected vendor performance, schedule, hidden manpower requirements, down-the-road compatibility with other operations, duplication of existing capabilities, etc.); and whether the ADP operational role is assigned to the proper organizational component within the Agency.

(d) An information copy of each ADP proposal requiring coordination with OJCS will be forwarded at the time of issuance to the Information Systems Analysis Staff (ISAS), DD/M&S.

(e) ADP activities will, of course, be subject to the normal review processes in the O/Comptroller of all Agency activities.

Note: It is the responsibility of components wishing to acquire any ADP equipment or contract services, irrespective of dollar value, to proceed in concert with the Office of Logistics (OL) to assure Agency compliance with GSA requirements for the special handling of such ADP procurements. (Consultation with OL should take place prior to initiation of discussions with potential suppliers. Specific instructions on how components are to relate to OL in the procurement of ADP equipment and services will be issued by OL in the near future.)

Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130030-4

(2) Function #2: Channel for Governmental Correspondence and External Reporting on ADP

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The CIA Member of the Intelligence Information Handling Committee (IHC), USIB will be provided by CRS, DD/I.

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The position of Information Processing Coordinator for the DCI Area will be transferred to the AO/DCI. (This item already approved).

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The functions of the Coordinator of the ADP Resource Allocation System used by OJCS will be transferred to the Budget Management Staff, O/Comptroller.

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The responsibility to conduct studies or audits of ADP problem areas will be transferred to the Audit Staff, OIG.

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O/Comptroller representation on the Computer Security Subcommittee of the Security Committee, USIB and on the Agency's Word Processing Task Force will be discontinued.

/s/ John D. Iams

JOHN D. IAMS  
Comptroller

CONCUR: SEE ATTACHED QUALIFICATION

Deputy Director for Intelligence (date)

Deputy Director for Management and Services (date)

Deputy Director for Operations (date)

Deputy Director for Science and Technology (date)

cc: AO/DCI

DD/M&S Distribution:

Orig - Admin. Sec. ~~Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130030-4~~

1 - DDS&T 1 - DD/M&S Subj 5

1 - DDO 1 - DD/M&S Chrono

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Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130030-4

SUBJECT: ADP Management

DDI concurrence is on the condition that naming CRS as CIA member on the Information Handling Committee is with the clear understanding that other CIA components with the requisite technical competence will support the CIA member by their full and direct participation on all IHC matters involving technical questions, including special studies.

STATINTL

CONCUR



Deputy Director for Intelligence

(date)

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25 April 1974

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Deputy Director for Operations  
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/s/  
JOHN D. IAMS  
Comptroller

CONCUR:

\_\_\_\_\_  
Deputy Director for Intelligence (date)

\_\_\_\_\_  
Deputy Director for Management and Services (date)

\_\_\_\_\_  
Deputy Director for Operations (date)

\_\_\_\_\_  
Deputy Director for Science and Technology (date)

cc: AO/DCI

**CONFIDENTIAL**

Approved For Release 2003/05/05 : CIA-RDP84-00780R005800130030-4

OFFICE OF LOGISTICS  
PROCUREMENT NOTE NO. 73

23 JAN 1974

PROCUREMENT OF AUTOMATIC DATA  
PROCESSING EQUIPMENT AND SERVICES

1. The purpose of this Procurement Note is to establish policy for the procurement of automatic data processing equipment (ADPE) and services.

2. The Agency is required to comply to a substantial degree with the General Services Administration's (GSA) regulations concerning the procurement of ADPE and services because the statutory basis for such regulations, PL 89-306, applies Government-wide and supersedes the application of the Agency's authorities in this area under PL 81-110, the Central Intelligence Agency (CIA) Act of 1949. For a number of years this compliance has been met by informal agreements and procedural arrangements between GSA and CIA in order to protect the sensitive nature of Agency activities in the ADPE area.

3. As a result of recent discussions among representatives of the Agency and GSA, a formal delegation of procurement authority has been obtained from GSA in respect to the lease, purchase, and/or maintenance of ADPE information processing, communications, or intelligence operations by CIA or any activity under its operation or technical control.

4. Because of the complexities associated with this delegation, GSA guidelines, and applicable Federal regulations, effective 1 January 1974 I have assigned the responsibility for all ADPE procurement to the Procurement Division, OL (PD/OL). ADPE software and equipment service procurements shall be assigned to the Automatic Data Processing and Engineering Section, Contracts Management Branch (ADP&E/CMB), established within PD/OL.

5. It is my intention that the Contracting Officer responsible for ADPE procurements be available to assist Directorate offices from the initiation of the requirement through the completion of each ADPE procurement. Questions concerning specific procurement actions which cannot be resolved between the requesting office and PD/OL, will be referred to the Chief, Procurement Management Staff, OL, for resolution or review with the Director of Logistics.

[Redacted Signature Box]

Francis J. van Dam  
Director of Logistics

25X1

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**CONFIDENTIAL**

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9 May 1974

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[redacted]

Mr. Blake

STATINTL

[redacted] and I talked about how to handle this. I suggested he submit the comments as conditions of concurrence acknowledging that we might decide to handle it differently when we saw them all assembled.

It looks now as though we should go back to the Comptroller and let him start over again rather than append these comments and send the paper forward. You may want to discuss it with Iams and pass the comments to him rather than write a memo.

If you prefer a memo and will return the package to me, I'll write one.

*RHW*  
RHW

Att: DDM&S 74-1650

STAT

To: [redacted]

*Let's have it re-written -  
sent in a hurry!*

[redacted]

STAT

OJCS-570-74

7 May 1974

MEMORANDUM FOR: Chief, Plans Staff, DD/M&S

SUBJECT : ADP Management

REFERENCE : Memo to DD's from Comptroller dtd  
25 April 74, same Subject

Attached is a draft of the changes to reference which were discussed in the meeting of 6 May. These could be handled as provisos to Mr. Brownman's concurrence, but this might be rather lengthy.



ILLEGIB

Chief, Plans Staff  
Office of Joint Computer Support

Attachment: a/s

Distribution:

- O + 1 - adse
- 1 - OJCS Registry
- 2 - O/D/OJCS



DRAFT

7 May 1974

Provided that:

1. The last sentence of paragraph 2 a. is deleted
2. Paragraph 2 b (1) (a) 2 is changed to:  
"Requirements to upgrade or expand an already  
installed computer system where the cost is \$50,000  
in annual leases or \$150,000 in purchases"
3. Paragraph 2 b (1)(a) 3 is changed to:  
"Requirements for ADP system design, programming,  
or other services (excluding equipment maintenance)  
where the annual cost is \$50,000 or more"
4. Paragraph 2 b (1) (b) 2 is changed to:  
"If OJCS non-concurs, the sponsoring Directorate may  
appeal to the DD/M&S for resolution of the problem or,  
failing a satisfactory resolution there, to the DCI."
5. The last clause in paragraph 2 b (1) (c) is eliminated  
and a new sentence added:  
"OJCS will state whether the ADP operational role is  
appropriate for the component making the ADP proposal or  
whether this role could be more appropriately handled by  
OJCS."

6. Paragraph 2 b (1) (d) is eliminated.
7. Paragraph 2 b (2) and 2 b (3) are changed so that the central point for the functions mentioned is the DD/M&S and not ISAS and OJCS, respectively.
8. Paragraph 2 b (5) and 2 b (6) are changed so that selections for the positions of COINS Subsystem Managers for CIA and CIA Member of the Intelligence Information Handling Committee (IHC) are made by the CIA Management Committee and not by OJCS and CRS, respectively.
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